

# FRESNO, CALIFORNIA

## CLASS SPECIFICATION

### ASSISTANT CITY MANAGER

**FLSA STATUS:**

Exempt

**CLASS SUMMARY:**

The Assistant City Manager is the second level in a three level Executive series. Incumbents are responsible for overseeing and directing the operations of one or more City Departments as assigned and directing and coordinating special projects and programs as assigned, including policy development and implementation, facilitating managerial communication, and the exercise of independent judgment.

The Assistant City Manager is distinguished from the Deputy City Manager by its responsibility for directing the operations of one or more City Departments and by acting in the absence of the City Manager. The Assistant City Manager is distinguished from the City Manager, which is responsible for directing the activities of all City departments.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

**FRE-  
QUENCY**

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|----|---|---------------|
| 1. | Supervises staff including prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, and disciplinary recommendations.  | Daily<br>10%  |
| 2. | Oversees <u>and approves</u> the development and implementation of programs, policies and procedures for assigned departments, or as directed by the City Manager or City Council; and evaluates programs, procedures, and organizational structure to ensure effectiveness of programs and operations.   | Daily<br>30%  |
| 3. | Confers with the City Manager, Mayor, and/or City Council members to discuss the conditions and needs of the City; prepares recommendations and/or responds to inquiries and requests for information.  | Daily<br>20%  |
| 4. | Directs the preparation of staff reports, agreements, contracts, resolutions, ordinances, and/or other applicable documents.  | Weekly<br>10% |
| 5. | Oversees the development and implementation of programs, policies and procedures for assigned departments, or as directed by the City Manager or City Council; and evaluates programs, procedures, and organizational structure to ensure effectiveness of programs and operations; <u>provides policy interpretation and guidance in dealing with organizational and operational issues.</u> | Weekly<br>10% |

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6.	Participates in a variety of meetings, committees, task forces, and/or other related groups in order to receive and convey information as a representative of the City.	Weekly 10%
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<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u></b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE- QUENCY</u></b>
7.	Maintains labor relationships and labor agreements.	Annually 5%
8.	Participates in the preparation of the City's annual budget.	Annually 5%
9.	Performs other duties of a similar nature or level.	As Required

<b><u>Training and Experience</u></b> (positions in this class typically require): <ul style="list-style-type: none"><li>Bachelor's Degree in a related field and five years of executive or high level management experience in a municipal government are required;</li></ul> OR <ul style="list-style-type: none"><li>An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.</li></ul>	
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<b><u>Licensing Requirements</u></b> (positions in this class typically require): <ul style="list-style-type: none"><li>Valid State of California Driver's License, Class C.</li></ul>	
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**Knowledge** (position requirements at entry):

Knowledge of:

- Managerial principles and practices;
- Public administration principles, practices, and techniques;
- General relationships between Local, State and Federal government;
- Operational aspects of City governmental entities;
- Municipal budgeting principles and practices;
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations;
- Auditing principles, practices and methods;
- Analytical methods and techniques;
- Analytical study methods and techniques;
- Policy development and strategic planning;
- Financial management principles and practices;
- Project management principles and practices.

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**Skills** (position requirements at entry):

Skill in:

- Supervising and evaluating employees;
- Prioritizing and assigning work;
- Directing and managing department operations;
- Using a computer and related software applications;
- Managing multiple priorities simultaneously;
- Analyzing and developing policies and procedures;
- Reading, interpreting, applying, explaining, and ensuring compliance with applicable Federal, State, and Local laws, codes, ordinances, policies, procedures, rules, regulations, and standards;
- Preparing a variety of clear, concise, and comprehensive reports, correspondence, and other written documents;
- Presenting ideas and concepts persuasively;
- Speaking and communicating effectively to the media and the public;
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals;
- Mediating and resolving conflict;
- Managing change and sensitive topics;
- Planning, analyzing, and evaluating programs and services, operational needs, and fiscal effects and constraints;
- Maintaining community and public relations;
- Making clear, concise, and persuasive oral presentations;
- Participating in and handling labor negotiations and relations;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business and organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information and to give and/or receive work direction.

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**Physical Requirements:**

Positions in this class typically require: Feeling, finger dexterity, grasping, hearing, repetitive motions, seeing and talking.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including one's own body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Some positions may require more frequent walking, lifting and standing.

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**Note:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**

Draft prepared by Fox Lawson & Associates (LM)  
Date: 12/2007